

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
POSITION VACANCY ANNOUNCEMENT**

**CHILD AND FAMILY SERVICES AGENCY
HUMAN RESOURCES ADMINISTRATION**

ANNOUNCEMENT NO: CFSA-06-B132	POSITION: Contracts Compliance Officer DS-301-13
OPENING DATE: 09/19/06	CLOSING DATE: 10/02/06
IF "OPEN UNTIL FILLED" FIRST SCREENING DATE: _____	SALARY RANGE: \$67,709 - \$87,248 Per Annum
WORK SITE: WASHINGTON, D.C.	TOUR OF DUTY: 8:15 A.M. TO 4:45 P.M. Monday – Friday
PROMOTION POTENTIAL: NONE	AREA OF CONSIDERATION: Dept. Wide
	NO. OF VACANCIES: ONE

AGENCY: Child and Family Services Agency (CFSA), Contracts & Procurement Administration (CPA)

DURATION OF APPOINTMENT: | ☒ | Permanent | | ☐ | Term (13 months to 4 years) NTE: Four (4) years
| | Temporary (Up to 1 year, Not-to-Exceed) _____

| ☒ | This position IS in the collective bargaining unit represented by **AFSCME - LOCAL 2401** and you may be required to pay an agency service fee through an automatic payroll deduction.

| | This position IS NOT in a collective bargaining unit.

RESIDENCY PREFERENCE AMENDMENT ACT: An applicant for a position in the Career Service or for an attorney position (DS-905) in the Excepted Service who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION, may claim a hiring preference over a non-resident applicant by completing the D.C. 2000RP, Residency Preference for Employment Form, and submitting it with the D.C. 2000, Application for Employment. To be granted preference, an applicant must: (1) be qualified for the position; and (2) submit a claim form at the time of application. Except for employees entitled by law to preference, preference will not be granted unless the claim is made at the time of application.

BRIEF DESCRIPTION OF DUTIES:

The incumbent is responsible for planning, directing, coordinating and providing advisory services related to the CFSA's compliance responsibilities for contracts. Coordinates and monitors contracts and procurements for the Contracts and Procurement Administrator, and advises the Administrator and other Contracting Officer(s) on all aspects of contract and procurement compliance matters. Reviews proposed contract and procurement actions for compliance with applicable laws, procedures, and rules, in conjunction with the Office of General Counsel, as appropriate. Serves as advisor to competitive procurement evaluation teams on proper procedures. Tracks and develops data to resolve major procurement planning problems and to formulate overall management policies for the efficient, economical and coordinated conduct of CFSA regarding contracts issues. Identifies problem areas and recommends corrective action as appropriate. Analyzes CPA operations and recommends changes to improve the functioning of the CPA. Confers regularly with the Office of Contracting and Procurement, Office of Corporation Counsel, Office of the Chief Financial Officer, and Office of the Deputy Mayor keep apprised of new or changing policies, procedures and special priority matters regarding contracting for District agencies in general, and CFSA in particular. Identifies actual and potential compliance issues with contractors, interacts with contractors to address issues and develops and implements plans to resolve them. Attends meetings/orientations with current and potential contractors regarding compliance issues. Plans routine operations and conducts special projects and studies to improve activities for CFSA Administrations regarding contract issues. Reviews submitted work plans and confers with the Contracts and Procurement Administrator to develop properly structured activities with clearly delineated tasks, responsibilities, reporting requirements and timeframes. Monitors and evaluates routine operations and special activities for efficiency, effectiveness and compliance with policies and procedures. Analyzes existing work methods and management techniques employed to determine maximum efficiency and effectiveness. Recommends revisions as necessary. Participates in the development of CFSA's contracts and procurement budget submission. Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS:

One year specialized experience equivalent to at least the next lower grade which has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position that is typically in or related to the work of the position to be filled.

SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants MUST respond to the ranking factors ON A SEPARATE SHEET OF PAPER. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

1. General knowledge of child welfare services obtained by contract and general policies of District agencies for contracting and procurement;
2. General knowledge of District public contract law and procedure, and federal public contract law and procedure;
3. Excellent oral and writing communication skills to draft clear and concise plans, policies, contracts and contracting documents, reports and recommendations and ability to develop interpersonal relationships and to ability to coordinate and/or negotiate with the contractors vendors;
4. Skill and maturity to effectively respond to officials regarding confidential and sensitive issues;
5. Superior organizational and time management skills

OTHER SIGNIFICANT FACTORS: Pursuant to the Child and Youth, Safety and Health Omnibus Emergency Amendment Act of 2002 and Mayor's Order 90-27 Drug-Free Workplace Act of 1988; the individual selected to fill this position will, as a condition of employment, be required to complete a Drug and Alcohol Test, Criminal Background Check and Child Protection Registry (CPR). Employment with the CFSA is subject to satisfactory findings.

DRUG-FREE WORK PLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."

APPLICATIONS SUBMITTED FOR CONSIDERATION WILL NOT BE RETURNED TO THE APPLICANT, EXCEPT APPLICATIONS RECEIVED OUTSIDE THE AREA OF CONSIDERATION OR AFTER THE CLOSING DATE.

HOW TO APPLY: ALL APPLICANTS, AGENCY EMPLOYEES AND OTHER D.C. GOVERNMENT EMPLOYEES MUST SUBMIT THE DISTRICT OF COLUMBIA GOVERNMENT EMPLOYMENT APPLICATION, DC 2000.

MAIL TO: Child and Family Services Agency
Human Resources Administration
400 6th Street, SW
Washington, DC 20024

WALK-INS: 955 L'Enfant Plaza, 5th Floor
Washington, D.C. 20024

TO APPLY:

FAX TO: (202) 727-5750

WEB SITE: www.cfsa.dc.gov

EMAIL TO: cfsa.jobs@dc.gov

TELEPHONE: (202) 724-7373

IN ACCORDANCE WITH THE DC HUMAN RIGHTS ACT OF 1977, AS AMENDED, DC CODE SECTION 2.1401.01 et seq., ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.

SALARY REDUCTION OF REEMPLOYED ANNUITANTS: An individual selected for employment in the District government on or after January 1, 1980, who is receiving an annuity under any District government civilian retirement system, shall have his or her pay reduced by the amount of annuity allocable to the period of employment.